

BALTIMORE COUNTY HISTORIC REVIEW APPLICATION

For Projects located in County Historic Districts or for Structures on the Preliminary or Final Landmarks List

http://www.baltimorecountymd.gov/Agencies/planning/historic_preservation/index.html

105 West Chesapeake Avenue, Suite 101, Towson, Maryland 21204 (410) 887-3495

histpres@baltimorecountymd.gov

This application must be typewritten or printed legibly and submitted to the Department of Planning. Complete applications may also be submitted digitally provided that all relevant information is transferred.

All items must be completed and the required documents must accompany this application in order to be considered by the Landmarks Preservation Commission. Appointments are encouraged for complicated projects-**410-887-3495**

PROPERTY INFORMATION:

Property Address: _____ City: _____ Zip Code: _____

Applicant Name & Address: _____

Telephone # (Please indicate work, home or cell): _____

E-Mail Address: _____

OWNER, IF NOT APPLICANT:

Property Owner Name: _____

Telephone # (Please indicate work, home or cell): _____

E-Mail Address: _____

ARCHITECT OR CONTRACTOR (IF APPLICABLE):

Name & Address: _____

Telephone # (Please indicate work, home or cell): _____

E-Mail Address: _____

License #: _____

TYPE OF WORK (CHECK ALL THAT APPLY)

☐ Fence

☐ Windows/Doors/Shutters

☐ Exact Duplicate-same design and materials

☐ Siding/Trim

☐ Addition

☐ Signage

☐ Roofing

☐ Ordinary Maintenance-repaint, repair, no change in design or materials

☐ Parking Lot

☐ Accessory Building

☐ Landscaping

☐ Other

THE FOLLOWING INFORMATION IS REQUIRED AS PART OF THIS APPLICATION:

☐ **1. DETAILED DESCRIPTION OF PROPOSED WORK** (attach extra sheet if necessary)

☐ **2. SITE PLAN** (one copy) showing:

- A. Lot Dimensions
- B. Building location with dimensions of existing and proposed buildings or additions
- C. Dimensions and locations of drives, walks, fences, porches, patios, accessory buildings, planting areas, freestanding signs, etc., both existing and proposed
- D. Total building area in square feet, both existing and proposed
- E. North arrow, date and scale of plan
- F. Adjoining properties and structures

☐ **3. ARCHITECTURAL DRAWINGS** (one copy) including elevations and sections (if needed) with date, scale, labels and dimensions. The drawings may be schematic if they clearly represent the proposed alteration. The plans must show, where applicable:

A. Number of stories and building height	E. Railing dimensions and details
B. Siding dimensions	F. Exterior stairs
C. Window dimension and details	G. Trim and architectural details
D. Door dimensions and details	H. Chimney details

☐ **4. PHOTOGRAPHS** of area affected-all views to show each building elevation and site context. Submit two sets of photographs, prints or digital, with each photograph labeled.

☐ **5. MANUFACTURER'S BROCHURES**, specifications, or samples that indicate the composition, color, and texture of the materials to be used (such as roof material, siding, doors, windows, railing, fences, paving, signs).

☐ **6. REVIEW AND RECOMMENDATION** from the local historic district advisory committee (if applicable).

☐ **7. If ADDITIONAL INFORMATION** is needed, the applicant will be notified.

NOTE: The proposed alterations and improvements will be reviewed for consistency with the Baltimore County Design Guidelines (2011) and the Secretary of the Interior's Standards for Rehabilitation (see attached) The complete Design Guidelines can be found on Baltimore County's website -

http://www.baltimorecountymd.gov/Agencies/planning/historic_preservation/design_guidelines

For more information about Baltimore County historic review applications and procedures, please contact Preservation Services at 410-887-3495 or hispres@baltimorecountymd.gov. Complete applications may also be digitally submitted.

ACCEPTANCE OF APPLICATION: The material listed on the reverse side must be submitted in addition to this form to constitute a complete application. Applications will be formally accepted for processing only after staff has reviewed them for completeness. **Incomplete applications will not be accepted and shall be returned to applicant as soon as feasible with a detailed list of all needed information.**

FILING DATE OF APPLICATION: The **completed** application must be filed no later than **fourteen working days prior to the regularly scheduled meeting of the Landmarks Preservation Commission (LPC)**. The LPC meets the second Thursday of every month (except August and December) at 6:00 pm, The Jefferson Building, 105 West Chesapeake Avenue, Towson, Maryland. All applicants and interested parties are urged to attend.

I hereby affirm that the information included with this application is true and complete to the best of my knowledge.

APPLICANTS SIGNATURE

DATE

Submit this form to:

**Baltimore County Department of Planning
Landmarks Preservation Commission
Jefferson Building
105 West Chesapeake Avenue, Suite 101
Towson, Maryland 21204**

For questions, or digital submissions, please contact Preservation Services, 410-887-3495 or by e-mail hstpres@baltimorecountymd.gov

Please note that a Baltimore County Building Permit is required for all work and must be applied for in person. Please refer to the Department of Permits, Approvals and Inspections for the information you will need in order to complete the process.

http://www.baltimorecountymd.gov/Agencies/permits/pdm_permitsprocess/

County Office Building
111 West Chesapeake Avenue, Room 100
Towson, Maryland 21204
Phone: 410-887-3900 (Permit Processing)
Phone: 410-887-3614 (Electrical and Plumbing Processing)
Fax: 410-337-5039